

General Services Administration  
All Applicant Data Report  
Announcement Number: 21FASB127TSMP  
Position Title: Contract Specialist  
Staging Area Number: SA-GSA-0001  
Name: DWIGHT HEARN

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**Document Name:** USJOBSResume

**Name:** HEARN, DWIGHT

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**WORK EXPERIENCE:**

Armed Forces Services Corporation (AFSC) dba Magellan Federal 3/2019 – Present  
Remote Telework, Chipley FL  
Senior Contracts Manager, \$115,000 Annually  
Hours per week: 40+

**Senior Contracts Manager**, Job Series 1102

Responsible for day-to-day contract administration for \$100+M in AFSC/Magellan Federal U.S. Government contracts. Solely responsible for administration of all company GSA contracts with vast experience managing MAS, HCATS, Seaport-NxG contracts and all customer-facing GSA applications to include eBuy, SIP, Mass Mod System, and Assist. Responsible for all aspects of contract compliance, conflict of interest oversight, and operational compliance. Interacts with all areas of the AFSC/Magellan Federal organization, including finance, logistics, purchasing, security and other functional areas to coordinate delivery of contracted services. Manages assigned contract related matters including review and signature authority (\$2M warrant, second highest in company only behind VP of Contracts) of contract awards and modifications, assessing and reviewing requests for equitable adjustments, claims and AFSC/Magellan Federal responses to contractual issues. Manages contracts in accordance with customer and contractually-required deliverables and FAR/DFARS/Agency Supplement requirements. Maintains contract file documentation in accordance with Federal Acquisition Regulations (FAR) requirements and company policy. Obtains internal reviews and approvals in accordance with company policies. Participates in program reviews and interfaces with program team and recommends contract approaches for business matters. Maintains accurate record of government furnished property and contractor acquired property in accordance with FAR and contract requirements. Develops risk mitigation strategies when required to meet customer requirements with unclear/incomplete contractual relationships. Tracks performance under prime contracts, ensuring compliance with all contract requirements. Supports Business Development in opportunity evaluation and proposal development to achieve business growth objectives. Develops and maintains positive business relationships with Contracting Officer and Contracting Officer's Representative (COR). Serves as focal point for communication and resolution of contract issues and disputes. Negotiates contracts and amendments with U.S. Government and prime contract customers.

Defense Contract Management Agency (DCMA) 10/2017 – 02/2019  
DCMA Orlando, Shalimar Office US  
Grade Level: NH-03, \$97,865.00 Annually  
Hours per week: 40

**Supervisory Contract Specialist**, Job Series 1102

Served as Contracts Team Supervisor with unlimited warrant responsible for a team comprising of eight contracting personnel with administrative cognizance of 1,400+ contracts with an obligated value of \$3.4B. Responsibilities included leading and providing technical advice to the DCMA Shalimar team on contract administration, interpreting and providing technical guidance on acquisition policies/regulations/practices, briefing DCMA HQ and other management regarding office status and metric performance indicators. As warranted Administrative Contracting Officer (ACO) & Administrative Grants Officer (AGO) responsibilities include post-award administration of fixed-price, fixed-price with incentives, cost-plus fixed fee, basic ordering agreements (BOA), commercial contracts, and hybrid contracts containing a mixture of types and provisions. Contracts are for complex equipment components and spares for major systems, engineering and scientific studies, extensive technical services, or research and development for specialized equipment or components. Grants are for election services with Okaloosa County, FL and research assistance services with the US Air Force Research Laboratory (AFRL). Responsibilities include creating and managing workload for team members, consistently train contract administrators and ACOs, analyzing and using risk management for monitoring contract performance, contract safety requirements, performing financial analysis, negotiating prices and supplemental agreements, processing contractor payments and funding, assuring contractor compliance with Cost Accounting Standards (CAS), reviewing and dispositioning DCAA audits, determining contractor business system statuses, conducting contract closeouts, and using contract negotiation and other business principles and practices to execute a wide range of contracting functions.

(Contact Supervisor: Yes, Supervisor's Name: (b) (6))

Defense Contract Management Agency (DCMA) 1/2012 – 10/2017  
DCMA Orlando, Shalimar Office US  
Grade Level: GS-12 Step 5, \$81,792.00 Annually  
Hours per week: 40

**Administrative Contracting Officer (ACO) & Administrative Grants Officer (AGO), Job Series 1102**

Serves as ACO and AGO with unlimited warrant responsible for post-award administration of 615 contracts/grants valued at \$900M+ consisting of fixed-price, fixed-price with incentives, cost-plus fixed fee, basic ordering agreements (BOA), commercial contracts, and hybrid contracts containing a mixture of types and provisions. Contracts are for complex equipment components and spares for major systems, engineering and scientific studies, extensive technical services, or research and development for specialized equipment or components. Grants are for election services with Okaloosa County, FL and research assistance services with the US Air Force Research Laboratory (AFRL). Responsibilities include creating and managing workload for two contract administrators, consistently train four contract administrators and an ACO, analyzing and using risk management for monitoring contract performance, contract safety requirements, performing financial analysis, negotiating prices and supplemental agreements, processing contractor payments and funding, assuring contractor compliance with Cost Accounting Standards (CAS), reviewing and dispositioning DCAA audits, determining contractor business system statuses, conducting contract closeouts, and using contract negotiation and other business principles and practices to execute a wide range of contracting functions. In addition, routinely performs interim team leader responsibilities for the DCMA Shalimar office comprising of seven contracting personnel which includes leading and providing technical advice to the DCMA Shalimar team on contract administration, interpreting and providing technical advice on acquisition policies/regulations/practices, briefing DCMA HQ and other management regarding office status and metric performance indicators.

(Contact Supervisor: Yes, Supervisor's Name: (b) (6))

US Air Force 5/2011 - 12/2011  
Eglin AFB, Florida US Grade Level: GS-12  
Hours per week: 40

**Contract Specialist, 1102**

Contract specialist responsible for managing/executing contractual matters for the production of Advanced Medium Range Air to Air Missile (AMRAAM) ACAT IC program valued over \$4.4B which includes fixed-price, fixed-price with incentives, cost-plus incentive fee, cost-plus fixed fee type contracts (FFP, FPIF, CPIF, CPFF,) and basic ordering agreements. Contract actions support Air Force, Navy, and Foreign Military Sales (FMS) customers using ConWrite automated acquisition system. Responsible for reviewing and deciding appropriate contract type, pricing provisions, selection of source, acquisition method, determinations and findings, funding, clarity of contract terms, review/approval of performance based payments, and other essential documentation. Negotiated changes for problems in production, delivery, government-furnished property, quality assurance, financial control or other areas affecting the contract. Monitored expenditures on contracts requiring funds control and reports on anticipated over/underrun of estimated costs. Additionally, assured contractor compliance with Cost Accounting Standards (CAS) and performed contract closeouts.

(Contact Supervisor: Yes, Supervisor's Name: (b) (6))

US Air Force 12/2010 - 4/2011  
Eglin AFB, Florida US Grade Level: GS-12  
Hours per week: 40

**Contract Specialist, 1102**

Lead contract buyer for \$81M performance-based backshop maintenance service contract source selection. Contract was the largest in AAC/PKO and consists of COST and FFP CLINs. Managed technical team and performance confidence assessment group on contract evaluation process and policy, mentored contracting trainees on source selection processes, and crafted all contract documentation leading to minimal AAC Policy/MIRT comments and a protest-free contract award.

(Contact Supervisor: Yes, Supervisor's Name: (b) (6))

US Air Force 5/2010 - 11/2010  
Eglin AFB, Florida US  
Grade Level: Military / O-2E (GS-12 Equivalent Position)  
Salary: 74000 USD Per Year  
Hours per week: 50

**Contracting Manager, 64P3**

Past performance evaluation team chair and also contract specialist for a \$99M major program source selection which led to a hybrid FFP, COST, and CPIF IDIQ contract. Managed four person team in evaluating past performance of offerors while ensuring fairness and contract policy/evaluation criteria was strictly followed. Provided numerous briefings to Center and Wing level leadership regarding evaluation process and results of the evaluation. Ensured accurate and complete contract documentation was maintained throughout the entire source selection process which ensured minimal Policy/MIRT comments and a protest-free contract award.

(Contact Supervisor: Yes, Supervisor's Name: (b) (6))

US Air Force 10/2009 - 4/2010  
Eglin AFB, Florida US  
Grade Level: Military / O-2E Salary: 74000  
USD Per Year Hours per week: 60

**Contingency Contracting Officer, 64P3**

Warranted (\$500K) Contingency Contracting Officer in support of Operation Enduring Freedom/Afghanistan. Awarded 47 contract actions valued at \$11.8 million dollars using PD2 automated acquisition system. Provided complete cradle-to-grave contracting from acquisition planning, negotiations, award, administration, and closeouts. In addition, also gained invaluable experience in contract termination and contractor claims.

US Air Force 11/2008 - 9/2009  
Eglin AFB, Florida US  
Grade Level: Military / O-2E (GS-12 Equivalent Position) Salary: 74000  
USD Per Year  
Hours per week: 50

**Contracting Manager, 64P3**

Led production and sustainment contracting for \$156M state of the art insensitive munitions and mission planning programs. Crafted \$47.5M Request for Proposal (RFP) in Conwrite automated acquisition system for a critical weapon system contract that ensured warfighter's needs were met ahead of schedule. Formulated acquisition strategies, resolved issues, negotiated, awarded and managed FFP, FFP w/EPA, Cost, CPFF, CPAF, CPIF and T&M contracts reporting to the AAC/PEO. Advised squadron/group/wing leadership on contracting policy, guidance, direction, administration, and business strategy.

(Contact Supervisor: Yes, Supervisor's Name: (b) (6))

US Air Force 1/2008 - 10/2008  
Eglin AFB, Florida US  
Grade Level: Military / O-1E Salary: 65000  
USD Per Year Hours per week: 50

**Contract Administrator, 64P3**

Provided critical base operational contracting support and business advice to Eglin's 6 wings and 45 associate units. Prepared, negotiated and awarded major contracts and modifications in PD2 automated acquisition system; resolved protests and settled contractor claims. Administered the second largest contract in the squadron, services contract valued at \$50M; only award fee contract on the installation. Interim Service Contract Team Lead supervising eight military/civilians that completed 264 contract actions valued at \$51M. Orchestrated a \$6.5M Energy Savings Contract that updated infrastructure to 87 Eglin AFB buildings, saved Government \$10M+ over the next 15 years. Developed procedures for the execution of performance-based acquisition and coordinated on all base service contracts.

(Contact Supervisor: Yes, Supervisor's Name: (b) (6))

US Air Force 1/2007 - 12/2007  
Eglin AFB, Florida US  
Grade Level: Military / O-1E Salary: 65000  
USD Per Year Hours per week: 50

**Construction Contract Negotiator, 64P3**

Procured a wide range of vital commodities, services & construction directly supporting 6 wings and 45 associate units. Prepared, negotiated and awarded major contracts and modifications in PD2 automated acquisition system; resolved protests and settled contractor claims. Highlighted by negotiating a \$1.3M building renovation, on schedule, that saved the Government over \$30k. Solicited and evaluated invitation for bids, request for quotes/proposals and managed acquisition program milestones. Awarded and administered indefinite- delivery/quantity type contract delivery orders to ensure contractor compliance.

(Contact Supervisor: Yes, Supervisor's Name: (b) (6))

US Air Force 8/2005 - 12/2006  
Charleston, SC US Hours per week:  
50

**ROTC Cadet**

Full time student who performed various management jobs in an Air Force ROTC detachment to gain invaluable leadership and management experience. This experience is highlighted by the selection as Wing Commander of the ROTC detachment in final semester. This duty entailed overall management of 25 cadets to ensure proper training was obtained for success as future leaders in the US Air Force. Numerous functions were touched including budgeting, marketing, leadership, discipline, briefing skills, and overall management.

US Air Force 5/2001 - 7/2005  
Whiteman AFB / RAF Lakenheath, Missouri / England US Salary: 25000  
USD Per Year  
Hours per week: 50

**Maintenance Scheduler**

Air Force Enlisted Maintenance Scheduler at two different bases. The job required management and computer skills to ensure all maintenance actions on numerous aircraft were completed on time to ensure aircraft fleets were not grounded for maintenance. This pressure packed and tedious effort proved invaluable toward time management and leadership experience as a young airman. Progressed through the ranks to obtain the rank of SSgt at four years (made first time testing), then to be selected for the highly competitive Scholarship for Outstanding Airman to ROTC (SOAR) program to gain a commission in the Air Force.

EDUCATION: College/University  
American Graduate University (01/10/2011 – 03/27/2015) Covina, California USA  
Degree Achieved: Masters in Acquisition Management  
GPA: 4.0  
Honors: Summa Cum Laude

College/University  
Charleston Southern University (08/16/2005 - 12/15/2006) North Charleston, South Carolina USA  
Degree Achieved: Bachelors of Technology, Business Management  
GPA: 3.8  
Honors: Magna Cum Laude

College/University  
Community College of the Air Force (05/22/2001 - 12/15/2004) Maxwell AFB, Alabama USA  
Degree Achieved: Associate Degree Major: Maintenance Production Management

**ADDITIONAL INFORMATION:**

Training  
AF Contracting Officer Computer Examination (successfully passed Jan 2011)  
AF PME Air and Space Basic Course

AF PME Airman Leadership School  
MRCO 101 Mission Ready Contracting Officer's Course (Honor Graduate) CON 214 Business  
Decisions for Contracting  
CON 215 Intermediate Contracting for Mission Support  
CON 216 Legal Considerations in Contracting  
CON 217 Cost Analysis and Negotiation Techniques CON 218 Advanced  
Contracting for Mission Support CON 237 Simplified Acquisition  
Procedures  
CON 232 Overhead Management of Defense Contracts  
CON 360 Contracting for Decision Makers  
ACQ 101 Fundamentals of Systems Acquisition Management  
ACQ 201 Intermediate Systems Acquisition  
SYS 101 Fundamentals of System Planning, Research, Development and Engineering  
GRT 201 Grants and Agreements Management  
CFIN 110 Progress Payment Administration  
CFPI 101 Fixed Price Incentive Fee Contracts  
CLC 055 Competition Requirements for DoD Acquisition  
CLM 003 Ethics Training for Acquisition Technology and Logistics  
CLC 110 Spend Analysis Strategies  
CLC 007 Contract Source Selection  
CLC 108 Strategic Sourcing Overview  
CLC 030 Essentials of Interagency Acquisitions/Fair Opportunity  
CLG 004 DoD Government Purchase Card Refresher Training  
CLC 026 Performance Based Payments Overview  
CLC 033 Contract Format and Structure for the DoD e-Business Environment  
CLM 040 Proper Financial Accounting Treatments for Military Equipment  
CLC 125 Berry Amendment  
CLG 001 DoD Government Purchase Card

#### Certifications

DAWIA Contracting Level III DAWIA  
Purchasing Level II  
DAWIA Program Management Level I

#### Professional Affiliations

Military Officers Association of America (MOAA)  
National Defense Industrial Association (NDIA)  
National Contract Management Association (NCMA)

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#### Awards

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#### References

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